



AVIATION AND TRANSIT COMMISSION MINUTES
Tuesday, November 1, 2016

The Aviation and Transit Commission met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, November 1, 2016. Those in attendance included:

Aviation and Transit Commission Members

Ken Behling, Chair
Dan Farmer, Vice Chair
Peggie Gaghen
Vince Ruegamer
Ron Spence
Mark Astle

City Staff and Guests

Kevin Ploehn, Director of Aviation & Transit
Shane Ketterling, Assistant Director of Aviation & Transit
Jim Perez, Transit Manager

PUBLIC COMMENT PERIOD

A public comment period was offered. No public comments were received.

COMMISSION TERM EXPIRATION

Mr. Ploehn reminded Commissioners Gaghen and Ruegamer that if they were interested in serving a second term on the Commission, they would need to get their application in by November 25, 2016. Commissioner Gaghen responded that she had already sent her application in. Commissioner Ruegamer was going to do so.

ON AIRPORT INNER BELT LOOP ROUTES PROPOSED

Mr. Ploehn provided the Commission with a presentation on some proposed routes on Airport property to accommodate the Inner Belt Loop, connecting the Heights to Highway 3 south of the Airport. He provided a short history on the previous studies and earlier recommendations, and the new routes being reviewed again that run through the west end of the Airport. He provided the Commission with some possible impacts to the Airport if some of the future Master Plan items are implemented, and pointed out that the FAA would need to approve the use of Airport property for non-aeronautical use. Mr. Ploehn committed to continue to work with Public Works on this issue, and that he would attend the Council Work Session on this topic and would be a resource for any questions concerning the Airport.

AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS

- ▶ Mr. Ketterling provided an update on the Airport's construction. He stated that the new west end General Aviation area paving of the taxiway and ramp had been completed, and this project was basically done. On the Pond D project, the contractor was continuing to connect the pipes in the airfield and still needed to complete the dirt berms on the north side of the airfield. The tunnel boring operation was nearing completion, at which point the piping can be pulled through to sleeve the tunnel. Mr. Ketterling then showed a video of the boring operation.
- ▶ He continued with an update on the Concourse B remodel, pointing out that the demolition of the area needed for the new restrooms was completed and that new steel floor supports had been installed. As discussed last month, it was anticipated that a four hour power shut down would be needed to install a new power feed line. However, the contractors were able to do it in two, one hour shut downs instead of one, four hour shutdown, which actually worked out much better.

- ▶ Mr. Ketterling informed the Commission that over the past weekend Speaker of the House, Paul Ryan came into Billings to attend a fund raising and campaigning stop for Representative Ryan Zinke and others. The rally was held in the SkySource hangar on the west end of the Airport. Airport Operations and Airport Police assisted with parking, shuttling folks to the hangar, and with security.
- ▶ Mr. Ketterling updated the Commission on the October 14 Buffalo Kite Exhibit reception hosted by Terry Lee. He pointed out that it was a small gathering and some Native Americans attended to conduct a prayer over the exhibit.
- ▶ Mr. Ketterling pointed out that on March 2-4, 2017, the Billings Logan International Airport would be the host airport for the State Aviation Conference being held at the Red Lion/Billings Hotel. Mr. Ploehn noted that the event usually brings over 400 folks to town, as many of the wives like to come here to go shopping. Mr. Ketterling noted that he and Mr. Ploehn are on the planning committee.
- ▶ Mr. Ketterling also reminded the Commission that this week the Airport was anticipating the arrival of nearly 400 student athletes to compete in the West Regional NCAA Division II Cross Country event. The Airport worked with our Flight Information Display System (FIDS) provider to put up a welcome message to the student athletes on the FIDS monitors in the baggage claim area.
- ▶ Mr. Perez announced that all of the new smaller buses have been delivered, and will be placed into revenue service in the upcoming weeks.
- ▶ Mr. Perez informed the Commission that MET received the final Federal Transit Administration (FTA) Triennial Review report on Friday. Of the 17 areas of review, there were four areas with findings that MET will need to correct and provide a response on.
- ▶ Mr. Perez told the Commission that MET recently participated in a voluntary bus safety program review put on by the FTA. This review focused primarily on examining all safety related elements of the bus operations. The FTA will be recommending a number of suggestions to help MET improve safety. The draft report will arrive in about three to four weeks. The top two recommendations: Eliminate the bus stop "flag" system and move to designated bus stops, and provide a dedicated safety and training person. Staff will review these recommendations.
- ▶ Mr. Perez pointed out that ridership continues to decline. In the Heights, the school tripper numbers have really fallen off. This is most likely due to the opening of the new middle school on the east side of the Heights, since the School District is doing a lot of bussing to that school.
- ▶ Mr. Ploehn noted that he would begin travelling to see the airlines over the next two months to encourage them to enhance our air service. Additionally, he said he would be making sure that they are aware of the influx of passengers anticipated this March for the NAIA Division I Women's National Basketball Championship Tournament.

ITEMS FROM THE COMMISSION

- ▶ Commissioner Gaghen inquired about the status of the pay phones. Mr. Ploehn said that they were working toward a solution to provide something that would meet the requirements of the Americans with Disabilities Act (ADA). He pointed out that all the airports in the State that we had contacted were in the same situation.
- ▶ Commissioner Spence asked about the progress on the new Airport App. He was interested in downloading it. Mr. Ploehn stated that it was still in development and hoped it would be ready within a month or so.
- ▶ Commissioner Astle said he would like to have a tour of the inner workings of the Terminal sometime in the future. Mr. Ploehn committed to do this at a future meeting.

There being no further business, the meeting was adjourned.

KP:mdb

cc: Aviation and Transit Commission
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 City Administrator
 Mayor
 City Clerk